

Lab Safety Coordinators/ Training Managers

Meeting Minutes

Sept 28 & Oct 12, 2012

1. Welcome & Introductions

2. Issues in Labs/studios/ workspaces

- a. Can EH&S send a reminder regarding training at the beginning of the summer? This would be helpful for keeping grad students in compliance.
 - EH&S currently sends a reminder to departments with summer student programs. We will also send a reminder regarding graduate student trainings to catch those that start in the lab in the summer before the academic year.
- b. Could the weekly Eye Wash check off form be posted on the EH&S website for download?
 - It can be found on our new website at:
<http://www.ehs.umass.edu/emergency-eyewash-station-weekly-inspection-checklist>
- c. Could a second comment column be added to the Training Manager in OWL so that more information could be included?
 - Unfortunately changing the layout of the user-interface requires reprogramming of the OWL software which would be too costly and take too long.
- d. Why are the Xray and Laser trainings not in OWL?
 - Records for some specific trainings that few people require are not kept in OWL, but are kept in EH&S records

3. Training Requirements & Training Manager

What is the purpose of training?

- To appreciate the importance of working safely in a laboratory, research, or studio space
- To obtain specific information on preventing lab-related injuries, illnesses and death
- To provide a familiar contact when questions on lab safety arise
- To provide site specific information on how to respond when things go wrong
- To comply with legal requirements

Who needs training?

- Dean, Associate Dean of Research,
- Department Chair
- Faculty
- Lab staff/ researchers
 - Technicians, Postdocs
 - Graduate students (paid or unpaid)
 - Undergraduate students (paid or unpaid)
 - Interns (paid or unpaid)
 - Summer students (paid or unpaid)
 - Visitors working > 2 weeks or working independently

What training is needed?



See the attached sheet

When is training required?

How do you access training?

How does EH&S monitor and document that training has been completed?

1. OWL Training Manager - This system tracks the date of training and expiry for every individual, and generates an email reminder 1 month prior to expiry

Lab safety coordinators assist EH&S by

- a. Ensuring that the training manager system has an up to date list of individuals in the department. The comment box can be used to list the Faculty member associated with each individual.
 - b. The appropriate training requirements are indicated for each individual based on the type of work done in the lab and according to EH&S guidelines
 - c. Sending reminder emails to individuals whose training is expired
2. Checking training records
 - a. Periodically to ensure coordinators are keeping the system up-to-date
 - b. When protocols are submitted to IBC, IACUC, RUC, EH&S will check the training records for every person listed on the protocol prior to approval
 - c. When a new grant is awarded, EH&S will check all training records for the lab
 - d. When EH&S completes lab assessments for a department, the training compliance for the whole department will be checked and discussed with the department chair
 - e. When a lab incident occurs, with or without injury, EH&S will check training compliance in the lab
 3. Provide reports on training compliance to Deans, VCRE, Chancellor

How can Faculty ensure that lab members are up-to-date on training?

- a. Each semester and at the beginning of the summer, Faculty should provide a list of lab members to the departmental Lab Safety Coordinator who has access to the OWL training manager. They should also ask for a report on training compliance for their lab.
- b. Ask lab members to provide training certificates which can be printed out from OWL and keep a binder of all training certificates in the lab for checking on compliance

How do Department Chairs ensure their department maintains compliance?

- a. Compliance is a “top-down” phenomenon – complete your own training
- b. Insist that faculty maintain compliance
- c. Ask for reports from the lab safety coordinator with OWL training manager access.
- d. Examples of methods to ensure compliance include:
 - Withholding keys until training completed
 - Removing individuals from the lab until training completed